

Department of the Army  
Headquarters, U.S. Army  
Operations Support Command  
1 Rock Island Arsenal  
Rock Island, Illinois 61299-6000

\*OSC Regulation 55-2

26 Dec 02

## Transportation and Travel

### TEMPORARY DUTY TRAVEL

---

**Applicability.** This regulation applies to all military and civilian personnel assigned to the US Army Operations Support Command (OSC), including project/program/product managers reporting to HQ OSC, subordinate installations, and tenant activities at Rock Island Arsenal (RIA) serviced by HQ OSC.

**Decentralized printing.** All OSC installations are authorized to locally reproduce this regulation.

**Supplementation.** Issuance of supplements by subordinate commanders is required. Furnish one copy to the proponent.

**Proponent.** The proponent of this publication is the OSC Transportation Operations Directorate. Users are invited to send comments and suggested improvements to Commander, OSC, ATTN: AMSOS-TT, 1 Rock Island Arsenal, Rock Island, IL 61299-6000.

**Distribution.** This publication is distributed electronically via the OSC Publications Website at  
<http://www.osc.army.mil/im/rcdsmgt/pubs.htm>

**Supersession notice.** This regulation supersedes IOCR 55-2, 26 Oct 95, and all changes thereto.

---

FOR THE COMMANDER:

//signed//  
GENE E. KING  
Colonel, GS  
Chief of Staff

---

<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose-----	1	2
Terms and Abbreviations-----	2	2
References-----	3	2
Responsibilities-----	4	2
Policies-----	5	9
Appendix A. Terms and Abbreviations		16
Appendix B. References		20
Appendix C. Instructions for Preparing DD Form 1610		21
Figures 1-6. Travel Order Samples		28
Appendix D. Instructions for Preparing AMC Form 1297		35
Appendix E. Instructions for Preparing CONUS Invitational Travel Order		40

1. Purpose. This regulation prescribes policies and procedures and assigns responsibilities for performing passenger traffic management functions for civilian and military personnel assigned to the OSC.

2. Terms and Abbreviations. See Appendix A.

3. References. See Appendix B.

4. Responsibilities.

a. HQ OSC personnel are responsible for:

(1) Preparing and submitting travel related documents in a timely manner and as provided herein.

(2) Ensuring that all specific temporary duty (TDY) destination points of contact are furnished a notification of visit (itinerary).

(3) Submitting Requests and Authorization for TDY Travel of DoD Personnel (DD Form 1610) for industrial/non-Government sponsored agency conferences, seminars, symposia, and/or long term private industry training THRU the Secretary of the General Staff (SGS) (AMSOS-GS), TO the Chief of Staff (CofS) (AMSOS-CS), for approval, OR to Senior Executive Service (SES) for approval, whichever is appropriate for the office concerned. NOTE: Any memorandums, brochures, etc., including specific details will be maintained internally by the submitting office.

(4) Making hotel/motel and/or Scheduled Airline reservations/changes/cancellations promptly.

(5) Using the most economical and/or practical ground transportation that meets mission requirements. Justifications will be maintained internally within the traveler's office. A rental vehicle should not be authorized for in and around a training site/area, or when the TDY destination is also the lodging point, such as training conducted at a hotel/motel. In the event cost is cited as justification for a rental vehicle in lieu of a taxi, limousine, bus, etc., an actual cost comparison must be made. General statements such as impracticality or inability to meet mission requirements must be addressed with specifics. Justifications MUST be able to withstand audits and/or inspections.

(6) Submitting Travel Voucher (DD Form 1351-2) to the Defense Finance and Accounting Service (DFAS), Travel Branch (DFAS-PT-RI), with required documentation within 5 working days AFTER completion of travel. NOTE: Copy 2 (Individual's Copy) of Request and Authority for Leave (DA Form 31) will be submitted by military personnel with DD Form 1351-2 when military leave is authorized in conjunction with TDY travel. A separate DD Form 1351-2 will be submitted for each TDY travel order issued.

(7) Returning Contracted Travel Office (CTO) issued UNUSED commercial tickets to CTO and obtaining refund application(s) and receipt from CTO (verified on the appropriate form(s)) promptly, so as not to incur any additional expenses.

(8) Submitting ANY payments of compensation from a carrier; i.e., compensation for denied seats via cash or check, to DFAS, Dispersing Division (DFAS-PT-RI).

(9) Preparing trip reports, when required, and submitting through the appropriate channels IAW the Commanding General's (CG) policy statement on trip reports.

(10) Obtaining commercial carrier (air) cost from the CTO for use in block 14 of the DD Form 1610 when travel is to be performed by privately owned vehicle (POV) at the personal preference of the traveler, and is in excess of 350 miles one way. Reimbursement is limited to the reconstructed commercial carrier (air) costs and annual/military leave will be taken for time exceeding the constructed travel.

(11) Securing TDY travel approval (manually or electronically) from the person authorized as the travel approval official (block 18 of DD Form 1610) that the proposed TDY travel is absolutely necessary and is in the best interest of the Government.

(12) Using Government quarters when the TDY destination is to a recognized military post, camp, station, base, or depot owned, or operated, by the United States, if quarters are available (see paragraph 5p for details).

(13) Military personnel ONLY must complete Personnel Register (DA Form 647) at TDY destination(s) and at their permanent duty station.

(14) Providing DFAS, General Branch (DFAS-PT-RI), two copies of the AUTHORIZATION TO USE FUND CITE when someone OTHER THAN the HQ OSC, (fiscal station S11173) is funding the TDY travel, OR providing one copy of the DD Form 1610 and AUTHORIZATION TO USE FUND CITE to the finance and accounting office of the installation/agency whose funds are cited.

(15) Comply with AMCR 1-12 when sponsoring a meeting or conference. Forward a completed Conference Justification Statement (AMC Form 2765-R) to Resource Management Directorate, Program Management and Analysis Division (AMSOS-RMP), including a justification why alternatives such as correspondence, teleconferencing network, or VENUS do not apply. Provide attendees written information that VENUS or the teleconferencing network cannot be used.

b. The CofS, directors, and office chiefs are responsible for the following for HQ OSC personnel located at RIA.

(1) Exercising administrative approval authority for all Blanket Travel Orders (BTOs) after the CG has approved the BTO (CofS only).

(2) Authorizing exemption of use of Government quarters/mess based upon travel approving official provided justification.

(3) Approving per diem payments in excess of 55 percent of the applicable maximum amount for training programs of more than 30 calendar days.

(4) Approving TDY travel orders when the supervisor of the traveler is duty assigned elsewhere (other than at RIA).

(5) Approving TDY travel orders (and internally maintained written justification(s)) for TDY travel to attend industrial/non-Government sponsored conferences, seminars, symposia, and/or long term private industry TDY travel.

(6) Approving continental United States (CONUS) Invitational Travel Orders.

(7) Approving all CONUS and/or TDY travel requests when necessary.

c. The appropriate directors, staff office chiefs, and other travel approving officials for HQ OSC at RIA are responsible for:

(1) Establishing internal controls that will effectively ensure the judicious use of TDY travel funding allocations.

(2) Exercising administrative approval authority for TDY travel requests, including:

(a) Processing any amendment(s) or revocation of TDY travel orders.

(b) Approving ground transportation and/or rental vehicle requirements at the TDY destination, or during the period of TDY.

(c) Approving proposed departure/arrival times by travelers within their organization.

(d) Delegating, as required, the authority to approve such requests (see paragraph 5c).

(3) Reviewing and recommending approval, or disapproval, of requests for industrial/non-Government conferences, seminars, symposia and/or long term private industry training PRIOR to forwarding the travel documents to the CofS for final approval.

(4) Establishing internal controls to ensure timely submission of trip reports IAW prescribing directives.

(5) Establishing internal controls to provide COMPLETE justification and/or certification as to the necessity for multiple travel, wherein the same TDY destination and purpose have been cited.

(6) Coordinating with other offices to arrange group hotel/motel accommodations, taking into consideration the cost effectiveness of Government discounts, hotel/motel amenities; i.e., eating facilities, and consolidating the TDY destination (location) to minimize the number of rental vehicles and/or ground transportation expenses.

(7) Coordinating (if appropriate) and ensuring that advance security clearance notification and/or notification of arrival (messages or correspondence) documents have been forwarded to the TDY destination(s)/location(s).

(8) Ensuring that TDY travelers use available Government quarters (including Lodging Success Program (LSP) accommodations) if available and acceptable. Paragraph 5p of this regulation outlines the policy for civilians. For military travelers, if the determination is made by the travel approving official that the use of available Government quarters would adversely affect the performance of the TDY mission, IAW the JFTR Vol I, the TDY travel request will contain the appropriate statement (see Appendix C).

(9) Ensuring all military personnel TDY travel orders in EXCESS of 30 DAYS contain the housing statement (see Appendix C).

(10) Ensuring that TDY travelers and/or clerical personnel request the most economical TDY travel arrangements through CTO.

(11) Ensuring that TDY travel orders are NOT prepared (for CIVILIAN personnel) for travel in and around the permanent duty station when TDY travel by POV is LESS than 12 hours (from the time that the traveler departs from either their residence or duty station (whichever is appropriate) and returns to either their residence or duty station (whichever is appropriate). Refer to DFAS-N Reg 37-1, chapter 10, paragraph 100502, to use the Claim for Reimbursement for Expenditures on Official Business (SF Form 1164) for reimbursement. Stipulations for TDY travel of 12 hours or less do not apply to military personnel. NOTE: The completed SF Form 1164 must be forwarded to AMSOS-RMF for processing, who will then forward it to DFAS-PT-RI. Reimbursement are not authorized for per diem.

(12) Ensuring that direct funded TDY travel orders are adequately funded. An internal travel plan must be made to ensure that ALL high priority TDY travel functions can be performed within that organization's internal operating budget.

(13) Ensuring that approved annual/military leave in conjunction with TDY travel is documented on the DD Form 1610.

(14) Ensuring compliance with annual/military leave regulations when TDY travelers are using POVs for personal preference.

(15) Ensuring that TDY travel documents propose using the most economical mode(s) of travel consistent with the TDY mission and considering the desires of the TDY traveler and the TDY traveler's approving official.

(16) Reviewing HQ OSC TDY travel orders for completeness and accuracy IAW governing directives, making minor corrections, if necessary, prior to authentication and assignment of travel order numbers.

(17) Ensuring that designated clerical personnel enter TDY traveler data into the OSC Travel Information System (OTIS) in a timely manner.

(18) Making appropriate distribution of DD Forms 1610, (manually or electronically) as follows:

(a) Four copies to CTO.

(b) One copy to AMSOS-TT.

(c) One copy to TDY traveler.

(d) One copy to traveler's budget office if required by internal policy.

NOTE: If the funds are provided by a military installation/agency OTHER than fiscal station S11173, it is the responsibility of the TDY traveler to provide a copy of the authenticated TDY travel order to the military installation/agency funding the TDY travel.

(19) Authenticating TDY travel amendment(s) and revocations, assuring that distribution is made to interested parties. (CTO does not require a copy of all amendments and revocations.)

(20) Inserting in block 22 of the DD Form 1610 (for original TDY travel order, amendment or revocation), a travel order number, in numerical sequence. The same travel order number will be used on amendments and revocations as on the original DD Form 1610; however, -A01, -A02, etc., will be added to the travel order number for amendments and -R will be added to the travel order number for revocations; i.e., 02A0001-A01, 02A0001-R.

(a) The first TDY travel order issued at HQ OSC, on the first day of each fiscal year will be numbered as follows:  
(fiscal year) (alpha Character) 0001; i.e., "02A0001."

ALPHA CHARACTERS AS FOLLOWS:

A - October	B - November	C - December	D - January
E - February	F - March	G - April	H - May
J - June	K - July	L - August	M - September

(b) Amendments and revocations require a new number entered in block 22, DD Form 1610; however, reference also MUST be made to the original TDY travel order in block 16, Remarks, of DD Form 1610; (i.e., old number & -A01 or -R) (see Appendix A).

(21) Outside Continental United States (OCONUS) requirements.

(a) Submitting AMC Form(s) 1297 for proposed OCONUS TDY travel 45 calendar days PRIOR to the contemplated departure date. In the event that CONUS TDY is in conjunction with OCONUS TDY travel, the CONUS portion of TDY travel will be included in the complete itinerary on the AMC Form 1297 (see appendix B). NOTE: Submission of the AMC Form 1297 WILL NOT be delayed pending funding availability or exact travel date(s) confirmation. A brief statement explaining either of these circumstances may be listed in block 15, Remarks, of the AMC Form 1297. The information should be provided to the Transportation Operations Directorate (AMSOS-TT) IMMEDIATELY when it becomes available.

(b) Including a late submission justification and impact statement for requests NOT meeting the 45 calendar day lead-time. This statement MUST include indication of when the trip requirement first became known AND the impact to the command if the proposed travel is delayed (rescheduled) to comply with the required lead-time requirement.

(c) Including a statement, if appropriate, the "(number) days authorized for possible delay of departure BECAUSE of unforeseen circumstances."

(d) Including a statement, if appropriate, for requests requiring a blanket travel and clearance request for a specific period of time, including a complete justification for the request. In the event a blanket travel clearance is authorized, directors/staff office chiefs will prepare a DD Form 1610 in a timely manner PRIOR to proposed departure date and submit it to AMSOS-TT thru ETOS system to permit proper processing of request.

(e) Coordinating the changing/canceling of an OCONUS travel with AMSOS-TT IMMEDIATELY upon the change becoming known. A memorandum must be forwarded to AMSOS-TT for all changes after the original AMC Form 1297 has been submitted.

(f) Ensuring the traveler receives pre-travel briefing(s) from SOSRI-SM PRIOR to OCONUS travel. Security clearance verification documents will be prepared by the requesting office IAW SOSRI-SM procedures. NOTE: Security clearance documents ARE NOT part of the processing requirements of the AMC Form 1297

d. Resource Management Directorate (AMSOS-RM) is responsible for:

(1) Providing all HQ OSC offices located at RIA TDY travel fund authorization(s)/limit(s) approval through their internal operating budget(s).

(2) Providing offices located at RIA monthly statement(s) of TDY actual travel budget and expense data.

(3) Recording commitment and obligation actions for TDY travel.

(4) Performing follow-up on long outstanding TDY travel advances (DFAS-PT-RI).

(5) Computing and paying TDY travel claims (DFAS-PT-RI).

e. Transportation Operations Directorate (AMSOS-TT) is responsible for:

(1) Providing guidance and researching questions relating to TDY entitlements

(2) Obtaining appropriate COUNTRY/AREA/THEATER clearance(s) for all HQ OSC and subordinate installations/activities of the OSC for OCONUS TDY travel.

(3) Coordinating OCONUS TDY travel requests with HQ OSC and subordinate installations for OCONUS TDY travel approvals and clearance(s).

(4) Complying with the processing requirements for the issuance of an invitational travel order (ITO) IAW JTR VOL II, Chapter 6.

f. Commander, RIA, is responsible for amending local directives and procedures that conflict with this regulation, and providing the following:

(1) RIA Transportation (SOSRI-ICT): Issuing commercial airline tickets, and/or a copy of CTO itinerary or the equivalent, with an itinerary and special instructions, or specific information on rental vehicles.

(2) Chief, RIA Security Management Office (SOSRI-SM):



(a) Confirming the level of security clearance indicated by the TDY traveler's office on the AMC Form 1297. Signing any required visit notifications prepared by the traveler's office in order to notify the appropriate security officer(s) at places to be visited.

(b) Maintaining the appropriate security procedures relating to TDY travel and hand-carrying of classified material IAW AR 380-5.

(c) Verifying security clearance(s) for OCONUS TDY travel, if the traveler is required to handle classified material, providing Force Protection training and verifying training dates on the appropriate signature line in the Remarks Section of the AMC Form 1297.

g. OSC subordinate installation commanders:

(1) Ensuring that the direct funded TDY travel orders are within the assigned TDY travel budget. (An internal TDY travel plan should be made by each organization to ensure that ALL high priority TDY travel functions can be performed.)

(2) Forwarding justification IAW AMCR 1-12 for meetings and/or conferences to AMSOS-RMP, including reasons WHY alternatives such as correspondence, teleconferencing, network, or VENUS do not apply.

(3) Ensuring that AMC Forms 1297 are submitted to HQ OSC IAW this regulation.

(4) Ensuring that similar internal controls are established to support and justify requests associated with TDY travel. For each trip authenticated by a BTO, if appropriate, a memorandum as indicated herein will be prepared and maintained internally within the installation/activity.

h. OSC agencies that are tenant activities on other installations must comply with the host installation's regulations on responsibilities and procedural policies. The travel approving official is responsible for ensuring that direct funded TDY travel orders are within the assigned TDY travel budget.

5. Policies.

a. Travel and transportation at Government expense will be directed only when officially justified and by those means, which meet mission requirements consistent with good management practices. Every effort must be made to use methods such as conference calls, electronic blackboard, videotapes, VENUS, and teleconferencing, if available, other than TDY travel. The minimum number of personnel required to perform a mission will be approved. Additional time at the TDY site or nearby sites must be considered to meet other on-site TDY requirements.

(1) Attendance at briefings involving travel will be limited to one person as the norm. The briefer or representative must be qualified to answer questions. Personnel should be readily available at the permanent duty station to answer questions, should their expertise be required.

(2) Coordination MUST be made between the HQ and subordinate activities to consolidate TDY requirements. In general, travel for participation in non-Government agency conferences, seminars, symposia and long term private industry training will be approved by the appropriate travel approving official.

b. Whenever possible, travel will be scheduled so that civilian travelers shall not be required to travel during non-duty hours, except when it is essential to perform the mission, or at the travelers request, and incurs no additional cost. When travel during non-duty hours is required and the employee may not be paid overtime under Sec. 550.112(e) of Title 5, Chapter I, approving official shall record his/her reasons for ordering travel during these hours and shall upon request furnish a copy of his/her statement to the employee concerned. Personnel may leave work 2 hours prior to flight time and, when returning from travel, need not report for duty if arrival time at the terminal is less than 2 hours prior to the end of the normal tour of duty unless there is compelling reasons why reporting would be in the best interest of the government.

c. Approval authority may be delegated to division chiefs who have specific travel budget allocation and clearly established budget execution responsibility (block 18, DD Form 1610).

(1) Travel target allocation and reporting procedures will be clearly documented. Management controls will be instituted for effective and judicious use of TDY travel funds IAW command policies and the Internal Control Review Checklist for Army travel systems in AR 11-2.

(2) During the absence of a travel approving official, the individual with delegated authority may approve travel requests. Authentication of the travel order and ticketing will normally be completed at the traveler's own permanent duty station.

d. Except under unusual circumstances, or time-sensitive situations, the requesting official (block 17, DD Form 1610) will not sign as the approving official (block 18, DD Form 1610), nor will the requesting official (block 17, DD Form 1610), sign as the order authorizing official (block 20, DD Form 1610). IAW the JTR Vol II, chapter 3, paragraph C3000, a civilian who has order authorizing or authenticating authority may sub delegate (from their organization) approving and authorizing responsibilities for their official travel. Under this condition, the commander would be the requesting official (block 17) and a designated staff member would sign as approving and authorizing official

(blocks 18 and 20, DD Form 1610). NOTE: Facsimile signature stamps are NOT authorized. Installation commanders will delegate responsibility for review and authorization of their DD Forms 1351-2 to a member of their staff; e.g., Deputy Commander/Civilian Executive Assistant.

e. Blanket Travel Orders (BTOs) will be approved by the CG and may be issued based on the following guidance:

(1) BTOs will be limited for use to travel on TDY for a specific period of time in the same fiscal year (NOT to exceed 1 fiscal year) and will state a specific purpose for the TDY travel. A BTO is an unlimited open authorization order and will be revalidated semi-annually by the CG for content and essentiality. Revalidation will be accomplished by the traveler, submitting a memorandum for record (semi-annually) to AMSOS-GS, including a justification for continued issuance of the BTO.

(2) Copies of all BTOs issued by OSC (including subordinate organizations) will be retained by AMSOS-GS, Internal Review and Audit Compliance Office (AMSOS-IA), and AMSOS-TT for audits, reviews, and surveys IAW the Modern Army Record Keeping System (MARKS).

f. Travel approving officials may process an ITO (formal letter) within the guidelines of the JTR Vol II, Chapters 3 & 6, part A, Appendix E and also the JFTR, Appendix E. (see Appendix B). These orders are authorized for non-Government employees for TDY travel and are authenticated with allowances similar to those of DoD civilians IAW JTR Vol II. Samples of Invitational Travel Orders are provided at Appendix E.

(1) An ITO authorizing military aircraft (Operational Support Airlift Command (OSACOM) sponsored) as the mode of transportation requires the CofS, HQ OSC (signature block) approval IAW AMC Supplement 1 to AR 95-1. In the event it is necessary to cancel or delay (revoke or amend), as appropriate, the office initiating the ITO will submit a formal letter to revoke or amend the ITO.

(2) At the time the original ITO (or revocation or amendment) is authenticated, distribution will be made to the originator, AMSOS-RMF and/or CTO, as appropriate, by the order-authenticating office.

g. Commercial air is the normal mode of transportation for CONUS TDY and will be used for reimbursement (reconstructive) purposes. For OCONUS TDY travel, Air Mobility Command (AMC) arranged service will be used to the maximum extent possible.

h. Travel within 700 miles (round trip) of HQ OSC, Rock Island, IL (by rail or POV), may be authorized as the most advantageous to the Government. Authorization for the use of rail or POV for travel BEYOND 700 miles round trip ("mileage

reimbursement" (MR)) will be limited to the constructive cost of common carrier transportation (commercial air) and related per diem and travel time as determined by the JFTR Vol I and JTR Vol II. When actual costs by POV are less than the constructive costs reimbursement will be in the amount of the ACTUAL costs (see JTR Vol II, paragraph C2152).

i. Travelers using commercial carriers inside or outside of CONUS for official TDY travel will use coach class unless exceptions, as outlined in JFTR Vol I, paragraph U3125, and JTR Vol II, paragraph C2204, apply.

j. All eligible Government Travel Charge Card (GTCC) travelers are limited to an advance of the estimated out-of-pocket expenses; i.e., meals and incidental expenses (M&IE), when traveling within the 50 United States and District of Columbia, OR 80 percent of the per diem rate for a TDY destination OCONUS, regardless of whether they elect to receive the GTCC. OCONUS travel advance(s) will be increased by 100 percent of registration fees and rental car when authorized. NOTE: Travel advance will be limited to 80 percent of estimated TDY travel expenses for persons not entitled to the GTCC unless financial hardship justification is provided by the travel approving official to the appropriate finance office.

(1) Travelers may use the GTCC whenever possible for all hotel, restaurant, car rental and/or other expenses incurred incidental to official TDY travel. NOTE: The GTCC is NOT for personal use.

(2) Specific reimbursable expenses such as registration fees, mileage allowances, etc., will be available as an advance for expense items that cannot normally be paid for with the GTCC.

(3) The cardholder, while in a travel status, may use the card for non-reimbursable incidental travel expenses such as rental movies, personal telephone calls, exercise fees, and beverages, when these charges are part of a room billing or meal and are reasonable. The travel card also may be used for personal lodging or car rental charges, incurred in conjunction with otherwise authorized official travel expenses, when such charges are an integral part of the billing for the period spent at the temporary duty location while on official travel; i.e., when a traveler spends a weekend or is authorized leave at a temporary duty location before or after TDY, and a room or car rental is continued into TDY, a weekend, or a period of authorized leave. Only the official portion of charged expense items may be claimed for reimbursement on the TDY travel voucher.

(4) Employees are not required to use hotels, motels, restaurants, etc., which accept the GTCC; however, the TDY travel advance will continue to be limited.

k. Retaining promotional items.

(1) A traveler on official business traveling at Government expense on the funds of an agency may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 Dec 01.

(2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

(3) Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

1. Seat relinquishing.

(1) Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.

(2) Involuntary. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)), compensation for the denied seat is due to the US Government. Travelers will request that checks offered be made payable to the "Treasurer of the United States."

m. In order to provide audit trail support, TDY travel approving officials at HQ OSC will ensure that internal controls are established to support and justify requests associated with official TDY travel. Supporting documents will include complete justifications of rental cars, multiple travel, variations in proposed itineraries, excess baggage, etc., effecting TDY travel and/or reservations. Subordinate installations and tenant agencies serviced by HQ OSC will ensure that similar internal controls are established. All travel approving officials must maintain the completed DD Form 1610 for a period of 3 years from date of travel.

n. Use of the OSACOM aircraft is restricted to the transport of Army personnel, Government property, other official Government passengers, and other passengers or cargo as authorized by statute, DOD or Army directives, regulations, or policies. Use of OSACOM aircraft will be considered for TDY trips involving two or more persons, particularly to destinations where commercial air service is limited or when scheduling is critical. Criteria authorizing the use of commercial aircraft is contained in AR 95-1, paragraph 3-7.

(1) Use of the OSACOM aircraft requires the submission of a completed Military Air Passenger/Cargo Request (DD Form 2768), and passenger manifest from the requesting office to AMSOS-TT for processing. For local users, instructions for completing the DD Form 2768 can be found in the Outlook public folders under All Public Folders/OSC/Travel info.

(2) An authenticated DD Form 1610 is required for each TDY traveler utilizing OSACOM aircraft.

o. Use of Government-owned or leased conveyance and special conveyance is limited to use between locations where TDY travelers are required to be for official business. It may also be used between locations of temporary lodging when public transportation is unavailable, or impractical, to obtain suitable meals, when going to drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the maintenance, comfort, or health of the employee (see JFTR Vol I, paragraph U3200, and JTR Vol II, paragraph C2050).

(1) Whenever travelers are authorized a rental vehicle for official use. It is mandatory that the rental vehicle be obtained through the CTO when available. The traveler will not be authorized or reimbursed for purchasing additional liability or collision insurance for CONUS TDY travel. In the event of an accident, the traveler will not be subject to any collision damage responsibilities unless the damage was willful or caused by misconduct.

(2) Alaska, Hawaii, Puerto Rico, territories and possessions of the United States are considered CONUS for the purpose of insurance.

(3) The cost of purchasing additional insurance for travel OCONUS is authorized and is reimbursable. In accordance with JFTR Vol I, paragraph U3415-C2 and JTR Vol II, chapter 2, paragraph C2101-D1, rental cars will not be used for other than official business unless the traveler bears the excess cost resulting from this use, including all costs resulting from accidental damage. The traveler will ensure that any PRIOR damage to the rental vehicle will be annotated on the rental agreement PRIOR to their signature.

(4) The traveler will, when possible, return the rental vehicle with a full fuel tank.

p. Government quarters use/availability.

(1) Quarters Available. The requirements for military (JFTR) are different thus requiring military personnel to check for the availability of quarters. However, civilian employees may not be ordered/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)). In compliance with the

requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. installation. However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the travel approving official under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.

(2) Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. The JTR directs that Government quarters are not available:

(a) When TDY/delay is at other than a U.S. installation.

(b) When an authorizing/order-issuing official (Note: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) determine their own quarters availability.) determines Government quarters use would adversely affect mission performance.

(c) During en route travel periods.

(d) For TDY/delay of less than 24 hours at one location.

(3) Authorization/approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the authorizing/order-issuing official must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

q. Off-Post housing. All HQ OSC travel orders in excess of 30 days for military personnel will contain the following statement in DD Form 1610, block 16, Remarks: "You are required to report to the family housing/housing referral office serving your TDY station before making housing arrangements"

r. Trip reports, in memorandum for record format, will be prepared to document results of TDY travel IAW AR 25-50, chapter 2. The report will cover key accomplishments, problems encountered, required actions/taskings and/or follow-up required. The official approving the TDY travel will designate which trip reports are to be forwarded to the command group. Submission within 5 working days after completion of the TDY travel is expected, unless there are mitigating circumstances. Trip reports are not required when the primary purpose of the TDY travel is training, manpower survey(s), audit(s), or inspection(s).

s. TDY approving officials are responsible for maintaining a strong program to preclude travel fraud, waste, or abuse. Part of that program is a supervisory review of all DD Forms 1351-2. The purpose of this review is not to compute payment, but to ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses on the DD Form 1610.

t. ETOS TDY travel Order will be used to request and authorize TDY travel for military and civilian travelers assigned and/or reporting to HQ OSC as well as certain tenant activities located at RIA serviced by HQ OSC.

u. TDY travel requests for training/non-mission related TDY travel for military personnel, for the purpose of medical referrals/appointments, administrative personnel appointments, participation in personnel selection boards, skill qualification testing, and similar military peculiar travel must be coordinated with the Human Resources Directorate, Military Personnel Division (AMSOS-HRM), PRIOR to submitting a TDY travel request.

v. If advance authorization is NOT possible, after-the-fact approval and authentication of TDY travel orders will be obtained by preparing and processing a CONFIRMATORY TDY travel order.

w. All TDY commercial travel reservations, including rental car reservations, will be made through the CTO servicing Army ammunition plants' HQ OSC personnel.

## Appendix A

### ABBREVIATIONS AND TERMS

#### 1. Abbreviations.

AMC	US Army Materiel Command
BTO	Blanket Travel Order
Cofs	Chief of Staff
CTO	Contracted Travel Office
DFAS	Defense Finance & Accounting Service
ETOS	Electronic Travel Order System
GTCC	Government Travel Credit Card
ITO	Invitational Travel Order
LSP	Lodging Success Program
OCNUS	Outside Continental United States
OSACOM	Operational Support Airlift Command
OSC	US Army Operations Support Command
OTIS	OSC Travel Information System
POV	Privately Owned Vehicle
RIA	Rock Island Arsenal
SGS	Secretary of the General Staff
SES	Senior Executive Service
TDY	Temporary Duty Travel



## Appendix A (cont)

2. Terms.

a. APPROVING OFFICIAL. TDY travel requests will be approved at director level or equivalent, to include staff office chiefs, and activity commanders. Approval authority may be delegated to office chiefs who have been delegated Internal Operating Budget Authority. In the absence of the travel approving official, the individual acting in their place may approve TDY travel orders.

b. AUTHORIZING OR AUTHENTICATING OFFICIAL. The person designated to issue TDY travel orders for the official, who has the delegated order-issuance authority. A travel order authorizing, or authenticating, official will be at the staff level most practicable in effecting the delegated responsibility.

c. BLANKET TRAVEL AND CLEARANCE REQUEST. AMC Form 1297 is used for blanket clearance if numerous trips are required to a specific location during a 1-year timeframe of the current fiscal or calendar year.

d. BLANKET TRAVEL ORDER (BTO). A TDY travel order prepared for a traveler, who regularly and frequently makes trips away from their permanent duty station, to travel within a certain geographical area to perform regular assigned duties, under conditions which cannot be satisfied through the use of an ordinary TDY travel order. All BTOs must have CG, OSC, approval (memorandum, -Policy #10 OSC, AMSOS-CG, 18 Jan 2002).

e. Contract Travel Office (CTO). Contracted non-Government office that makes commercial travel reservations.

f. CONUS TRAVEL. TDY travel performed within the continental limits of the United States. This does not include Alaska, Hawaii, or contiguous countries (Canada or Mexico).

g. EMERGENCY TRAVEL. TDY travel authorized when the need for ordinary TDY travel occurs during other than normal duty hours, and departure is required prior to next regular duty day.

h. FOREIGN AREA. The Trust Territory of the Pacific Islands, and any other area outside the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the former Canal Zone area (i.e., areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979), and territories and possessions of the United States.

i. FOREIGN FLAG CARRIER. Use of foreign flag air carriers for official travel is prohibited when certified American flag service is available. Conditions under which foreign flag carriers may be used are governed by U.S. Law and are cited in

## Appendix A (cont)

JFTR Vol I, chapter U3125, paragraph M2150 and JTR Vol II, chapter 2, paragraph C2204.

j. GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate General Services Administration (GSA) Federal Supply Schedule contract.

k. GOVERNMENT-FURNISHED AUTOMOBILE. An automobile which is owned by an agency, and/or is assigned or dispatched to a Government agency on a rental basis from GSA interagency motor pool, or an automobile which is leased by the Government for 30 days or longer from a commercial firm.

l. INVITATIONAL TRAVEL. Authorization for TDY travel of a non-Government employee in connection with certain assignments directly related to activities and in the interest of the DoD.

m. ITINERARY, VARIATION IN. A change in routing of travel, or points of TDY, in connection with official business, justified by the nature and requirements of a mission and NOT for the sole convenience of the traveler. (Previously known as CIPAP-"You are authorized to make changes in above itinerary and to proceed to additional places as may be necessary to accomplish mission.") (See AR 600-8-105 and/or JFTR Vol I, chapter 2, para U2135.)

n. LODGING SUCCESS PROGRAM (LSP). Mandatory for all Army travelers to TDY destinations Oahu HI, San Antonio TX, Atlanta GA, Newport News/Hampton VA, Miami FL, Boston MA, and San Juan PR.

o. MILEAGE ALLOWANCE. A per mile rate in lieu of actual expenses for the operation of a POV.

p. NATIONAL CAPITAL REGION (NCR) LOCATIONS: Washington D.C., Alexandria VA., Arlington VA., Springfield VA., Crystal City VA., Rosslyn VA., Falls Church VA.,.

q. OSC TRAVEL INFORMATION SYSTEM (OTIS). A software program that is maintained by office personnel which allows directors/staff office chiefs and commanders to monitor TDY travel within their organization.

r. OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS) TRAVEL. Alaska, Hawaii, and the territories and possessions of the United States, or foreign countries and similar geographical localities).

s. PER DIEM ALLOWANCE. A daily payment instead of actual expenses for lodging, meals and related incidental expenses (M&IE). Per diem allowance is distinguished from transportation expenses and other miscellaneous TDY travel expenses.

## Appendix A (cont)

t. PRIVATELY OWNED VEHICLE (POV). For the purpose of mileage reimbursement, a POV is any aircraft, automobile, or motorcycle used by a traveler to perform official travel which is either owned by, or on loan to, the traveler, or has been hired or rented by the traveler, but its use as a special conveyance has not been authorized or approved under the provisions of JTR Vol II, chapter 2, paragraph C2102.

u. RENTAL AUTOMOBILE. (Government-contracted). An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract (see JTR Vol II, chapter 2, paragraph C2001-A3).

v. REQUESTING OFFICIAL. Traveler's supervisor or other person having knowledge of the purpose and requirements of the assigned travel mission. THE REQUESTING OFFICIAL IS NOT AUTHORIZED TO SIGN AS THE APPROVING OR AUTHENTICATING OFFICIAL, UNLESS UNDER UNUSUAL CIRCUMSTANCES.

w. SPECIAL CONVEYANCE. Any method of transportation other than common carrier, Government-furnished, Government-contract rental, or privately owned, which requires specific authorization or approval for the use thereof (such as taxicabs). Such transportation generally includes conveyances obtained through commercial rental means for less than 30 days.

x. TDY STATION. The location of an activity, area, or place of duty to which an employee is assigned temporarily in connection with Government business and from which they will proceed or return to their permanent duty station.

y. TDY TRAVEL. Travel to one or more places away from a permanent duty station to perform duties for a temporary period of time and, upon completion of assignment, return or proceed to permanent duty station.

z. TDY TRAVEL ORDER. Authorization, in writing, for official TDY travel authenticated by a TDY travel order issuing authenticating official. TDY travel orders include authorizations, approvals, limitations, instructions, and special conditions relating to TDY travel and assignment.

aa. TDY TRAVEL REQUEST. A written request for TDY travel authorization to provide the basis for issuing a TDY travel order. A TDY travel request will include information regarding personnel, mission, pertinent dates or assignment period, mode(s) of transportation, allowances, limitations, special approval, or instructions, justifications, if necessary, and funding and accounting citation(s).

## Appendix B

## REFERENCES

AR 11-2, Internal Control System

AR 25-5, Preparing and Managing Correspondence

AR 40-400, Medical Services, Patient Administration

AR 95-1, Army Aviation Flight Regulations

AR 380-5, Department of the Army Information Security Program

AR 600-8-10, Military Orders

AMCR 1-12, Sponsorship of Conferences

DFAS-N Reg 37-1, Jan 2000, Finance and Accounting Policy Implementation

AMSOS-RMF Memorandum, 14 Jan 2002, Reimbursement for personal call while on TDY

CFR Title 5, Volume 1 Sec 550.112 (e), Sec 610.123

AFGE 15, Art 26, Sec 2

Joint Federal Travel Regulation Vol I

Joint Travel Regulation Vol II

DoD 5500.7R (DoD Joint Ethics Regulation)

Office of Government Ethics Regulation, 5 CFR, Part 26

WEB SITE: <https://www6.osc.army.mil/Travel/travelmain.asp>

## Appendix C

INSTRUCTIONS FOR PREPARING DD FORM 1610  
(Manual or Electronic)

Figures 1 through 6 are examples of TDY travel orders, amendments, and revocations.

- Block 1 Self-explanatory.
- Block 2 LAST, First, Middle Initial and social security number.
- Block 3 Self-explanatory.
- Block 4 Self-explanatory.
- Block 5 Self-explanatory. NOTE: For HQ OSC, format should be as follows:
- HQ OSC  
Rock Island, IL 61299-6000
- Block 6 Self-explanatory. NOTE: For military, enter the Unit Identification Code (UIC)
- Block 7 Self-explanatory.
- Block 8 ENTER "TDY", "AMENDMENT", OR "REVOCATION" as appropriate.
- Block 9 ENTER a complete and concise purpose. DO NOT precede the purpose with the word "TO."
- Block 10a Self-explanatory.
- Block 10b Self-explanatory.
- Block 11 Enter a complete proposed itinerary for the traveler.

NOTE: IAW AR 600-8-105 and JTR Vol II, paragraph C4555 1a, the TDY location will be used to compute the per diem. Therefore, the EXACT TDY destination must be stated. Your per diem allowance is figured on where your TDY site is and not where you fly into or where your lodging is.

Indicate if the "FROM" and "RETURN" are "RESIDENCE" or "DUTY STATION." (See below for examples.)

One destination:

FROM: ORION IL	RESIDENCE
TO: HOUSTON TX US CUSTOMS OFC	0730 22 FEB 02/1600 27 FEB 02
RTN: ORION IL	RESIDENCE

## Appendix C (cont)

More than one destination:

FROM: ROCK ISLAND IL	DUTY STATION	
TO: WATERVLIET NY	WATERVLIET ARS	0800 7 FEB 02/1700 13 FEB 02
TO: DOVER NJ	PICATINNY ARS	0800 14 FEB 02/1700 17 FEB 02
RTN: ROCK ISLAND IL	RESIDENCE	

A short and concise justification is REQUIRED in block 16 IF "VARIATION AUTHORIZED" is X'd (Figure 2). Variation Authorized does not apply if the change is relative to the proceed date, or the number of days of TDY. It ONLY APPLIES to a change in the proposed itinerary (TDY destinations).

Block 12 Place an "X" in the appropriate mode of transportation. NOTE: More than one mode of transportation may contain an "X"; however, only the primary mode(s) of transportation should contain an "X." If the mode is POV or RENTAL CAR/VAN (passenger OR driver), insert ONE of the following:

"DRIVER OF A POV"  
 "PAX IN A POV"  
 "DRIVER OF A RENTAL CAR/VAN"  
 "PAX IN A RENTAL CAR/VAN"  
 "DRIVER OF A GOVT CAR/VAN"  
 "PAX IN A GOVT CAR/VAN"

Block 13 Place an "X" next to "Per diem authorized in accordance with JTR." When travelers have coordinated Government quarters use PRIOR to the TDY departure date, annotation in Block 13 is required as follows: "Govt qtrs/\$\_\_\_/nite." OR "Govt qtrs \_\_\_/nite, including meals."

Block 14 Enter the "\$" amount of the commercial transportation reservation. At the time that the commercial transportation reservation is made with CTO, request the estimated cost (round trip, or one way, whichever is appropriate). NOTE: Sometimes the mode of transportation may be commercial air one-way and military air one-way. If that, place an "X" in both items. DO NOT place an "X" both items if military air is the PRIMARY mode of transportation. However, should commercial air be authorized if military air is regretted, be sure to include the appropriate statement in block 16, remarks.

If there is a registration fee, insert the amount in the "Reg Fee" column.

Block 15 This block should read "none" and "0" unless traveler cannot obtain a GTCC and is authorized to draw their advance direct from DFAS. In this case, ensure the appropriate statements (ADVANCE AUTHORIZED and the justification for not using the GTCC) are included in block 16, remarks, and block 15, Reads "MAX" and contains the amount of the advance.

## Appendix C (cont)

Block 16 The following statement is MANDATORY (and automatic on ETOS orders):

"The Office of Government Ethics Regulation and the DoD Joint Ethics Regulation govern the acceptance of gifts and gratuities."

Enter the following statement(s), as applicable:

" If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher."

" Force Protection Training scheduled/completed on \_\_\_\_\_. " It is required by OSC policy that Force Protection training dates be included on the 1610 Block 16. This date can be obtained from SOSRI-SM. (For OCONUS travel only)

"Lodging receipts required."

"If Government quarters are available for civilians, the traveler is encouraged to use those quarters. However, if available Government Quarters are not utilized a reduced per diem rate of \_\_\_\_\_ based on \_\_\_\_\_ is prescribed per \_\_\_\_\_."

Reduced per diem rates can only be established before travel begins. (JTR Vol II, paragraph C1055)

Only use this statement if there are quarters at the military installation/activity OR if it is unknown if actual quarters are at the TDY destination. Fill in the dollar amount and whether it is based on the Government quarters cost or the local per diem rate. Also check block 13b, and enter "SEE REMARKS."

EXAMPLE: "If Government quarters are available for civilians, the traveler is encouraged to use those quarters. However, if available quarters are not utilized a reduced per diem rate of \$111 (\$65/\$46 M&IE) based on Government quarters rate of \$65 is prescribed per AMSOS-XX memorandum dated mm/dd/yyyy."

"Use of existing Government facilities (dining/billeting) would adversely effect the performance of the assigned mission." This statement applies only to military travelers on TDY Travel to a military installation/ activity. A memorandum with a complete justification is required, and must be signed by the travel approving official.

"LSP confirmation # \_\_\_\_\_." Or "LSP non-availability # \_\_\_\_\_."

## Appendix C (cont)

"Civilian travelers to a military installation or the NCR are encouraged to contact the Lodging-Success Center before making lodging arrangements. Call 1-800-462-7691." This statement may be added on travel orders when civilians travel to the National Capital Region (NCR).

NOTE: The Center's DSN telephone number is 226-3039 and the fax number is DSN 226-3490 or Commercial 703-696-3490. The following traveler information may be faxed to the Center: Name, rank, arrival date, departure date, destination, lodging preferences, and traveler's DSN or commercial telephone number, and traveler's fax number.

Statements of non-availability of Government quarters are no longer required for civilians and will be replaced by procedures outlined in 5p. For Military personnel, if Government quarters are not available, the travel authorization or voucher must document the non-availability (by confirmation number) if provided by the service in its registration process; otherwise, the traveler will note the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted. Documentation of non-availability on the travel authorization or voucher is required to support reimbursement of a commercial lodging expense.

"Statement of non-availability not required IAW (current HQDA message - see below)" Enter this statement ONLY if TDY travel is to a military installation/ activity listed in the message. NOTE: This statement is only used if TDY travel is to a U.S. Army Military installation/activity with NEITHER quarters NOR dining facilities. This statement is now updated frequently and every effort will be made to keep the electronic picklist for ETOS current. However, the preparer can check this at any time by accessing the following web site:  
<http://www.armymwr.com/portal/travel/lodging/availability.asp>

"Travel is in conjunction with (specify additional traveler's names and office symbols)." This statement applies ONLY to HQ OSC, and TDY travelers that are DUTY STATIONED at Rock Island, IL.

"Leave authorized on (dates)." If the TDY traveler is going to be on leave on the workday PRIOR to the TDY departure date or AFTER completion of the TDY, or during the TDY travel, this statement must be included.

"Leave will be charged for excess travel time required via POV." This statement must be on ALL TDY orders when POV (or rental vehicle) is the primary mode of transportation and the POV is the preference of the TDY traveler and considering the TDY destination is more than 700 miles (round trip); OR, if management considers that it is not more advantageous to the



## Appendix C (cont)

Government for the TDY traveler to drive a POV. NOTE: This statement is also used if the TDY traveler elects to drive a RENTAL CAR in lieu of a POV more than 350 miles, one way.

"OSC Supplement 1 to AR 380-5 applied." Enter this statement if classified material is to be hand-carried. For TDY traveler's duty stationed at RIA, contact SOSRI-SM because there are certain other special requirements that apply.

"\_\_ lbs. excess baggage authorized." Enter this statement if excess baggage is required for the TDY travel. A memorandum with a complete justification is required to be prepared and maintained internally in the TDY traveler's office stipulating the dimensions of boxes, pounds, and the specific reason WHY the item could not be shipped ahead of time to preclude excessive cost to the Government to transport the baggage as "excess."

"Official telephone calls authorized." Include this statement at the discretion of the requesting and approving officials. If the statement is not on the order, DFAS may require an amendment.

"Traveler is authorized\_\_ official personal phone call(s) @ actual expense not to exceed \$5.00 per call" Include this statement at the discretion of the requesting and approving officials. While the number of official personal phone calls are only to be for notification of safe arrival, change of itinerary, or to check on health of a family member, recommend limiting the number authorized to a minimum number. This number can always be increased on the voucher by the traveling approving official. Note that calls are to be charged at actual expense, NTE \$5.00 per call, per AMSOS-RMF Memo DTD; 14 Jan 2002, Subj: Reimbursement of Personal phone calls while on TDY.

"RENTAL CAR AUTHORIZED." or "RENTAL VAN AUTHORIZED." When TDY travel is TO a hotel/motel, or if the TDY is for the purpose of training, a rental vehicle is usually NOT considered to be more advantageous to the Government. NOTE: If it is determined by the approving official that a rental vehicle larger than the size vehicle that CTO is authorized to make arrangements for is, in fact, justified, the above statement may be altered to read: "MID-SIZE OR FULL SIZE RENTAL CAR AUTHORIZED" or "MINI VAN IS AUTHORIZED" or "FULL SIZE RENTAL VAN IS AUTHORIZED." A memorandum, with complete justification will be prepared and maintained internally in the TDY traveler's office. Since the preceding statements are concise, TDY travel approving officials should ensure that justifications, telephone conversations, computations on cost analysis, etc., are maintained internally for reference during audits/inspections. These additional justification(s) are not to accompany the DD Form 1610 to AMSOS-TT.

## Appendix C (cont)

"Commercial air is authorized when preempted from military air." Enter this statement when mode of transportation is MILITARY AIR. It will permit the TDY traveler to go directly to CTO and/or a ticket counter and obtain a commercial airline ticket.

"Commercial air is not authorized when preempted from military air." Enter this statement IF it is the intent that the TDY will not take place IF the military aircraft is not available.

"You are required to report to the family housing/housing referral office serving your TDY station before you make housing arrangements." Enter this statement on ALL orders for MILITARY PERSONNEL if TDY travel is for 30 days or more. The statement applies to the arrangements for renting, leasing, or purchasing any off-post housing.

"Individual is in possession of and is transporting (U.S. Government or civilian) arms/ammunition and is responsible for security of this property while it is entrusted in his/her care at all times." "Block name, serial number, caliber, and the number of rounds." Enter these statements when arms and/or ammunition will be transported.

"VICINITY MILEAGE IS AUTHORIZED." (This statement applies only to POVs). Enter this statement if in and around mileage is needed to commute from hotel/motel/BOQ, etc. During multiple travel when several POVs are used, normally vicinity mileage is authorized on a single order.

"TAXI/METRO IS AUTHORIZED." Self-explanatory.

"Parking fees authorized." Enter this statement ONLY if the requesting official deems appropriate.

"(Number of round trips) by commercial air from TDY station to residence and return to TDY station is/are authorized due to extended TDY status IAW JTR Vol II." Enter this statement ONLY on TDY travel orders for extended TDY IAW JTR Vol II.

"Attendance is in the interest of the DoD and will be at no expense to the Government. No per diem or other reimbursement is authorized." Enter this statement when the travel is at the employee's request and no accounting citation is needed. Reference JTR Vol II, paragraph C6250. An order with this statement will permit the employee to be in a TDY travel status versus a leave status.

"Dual lodging authorized." Enter this statement on an order (usually an extended TDY order) when there is a possibility for the traveler to depart from the TDY destination TO another TDY destination that is IN ADDITION to the originally proposed

## Appendix C (cont)

destination(s). This statement will enable the traveler to keep the hotel/motel accommodations for the original TDY destination AND still obtain other hotel/motel accommodations for the additional TDY destination.

"Travelers to the National Capital Region should contact the Lodging Success Center before making lodging arrangements. Call 1-800-821-6559." (Enter this statement on ALL orders to the NCR. If NO confirmation number has been obtained for accommodations in the NCR, add (a) below; if a confirmation number is obtained, use (b) below: Do NOT use both statements.

(a) "Government quarters are available, Government mess is not available, statement of non-availability required if Government quarters are not used."

(b) "Lodging Success Confirmation No. \_\_\_\_\_" Enter this statements on all TDY travel orders to the NCR when a confirmation number has been obtained.

"Trip report is required." Enter this statement on TDY travel orders IF, in fact, a trip report is required. If a trip report is NOT required, DO NOT include this statement on order.

The following statements should be included on extended TDY travel orders in addition to the statements indicated above when applicable:

"Utilities, telephone, and cable auth IAW JTR Vol II."

"Per diem is computed at 55%." Enter this statement when travel is for training in excess of 30 consecutive calendar days or long-term TDY in excess of 180 consecutive calendar days at one location.

Inclusion of the following statement is at the option of the requesting official on civilian TDY travel orders:

"Medical care is authorized IAW AR 40-400, paragraph 3-14c. for civilians in a TDY status." NOTE: IF the requesting official requires this statement, it is ONLY to be used on DD Forms 1610 for civilians when TDY is either to, or in close proximity of, a military installation with appropriate medical care facilities.

Any statements additional to those listed above MUST be reviewed to ensure that they are absolutely necessary to be included as part of the TDY travel order as an entitlement. Statements relative to multiple travel justifications, rental vehicle justifications, etc., MUST be prepared and maintained internally within the directorate/office submitting the TDY travel request. Only information pertinent to entitlements is to be included.

## Appendix C (cont)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)										1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING			
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER (Include Area Code)		
8. TYPE OF ORDERS			9. TDY PURPOSE (See JTR, Appendix H)			10a. APPROX. NO. OF TDY DAYS (Including travel time)			b. PROCEED DATE (YYYYMMDD)		
11. ITINERARY				<input type="checkbox"/> VARIATION AUTHORIZED							
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)	
										RATE PER MILE:	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.						b. OTHER RATE OF PER DIEM (Specify)			
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM			b. TRAVEL			c. OTHER			d. TOTAL		
\$			\$			\$			\$		\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)								21. DATE ISSUED (YYYYMMDD)			
								22. TRAVEL ORDER NUMBER			

Figure 1. DD Form 1610

## Appendix C (cont)

AMSOS-SF/22113/Bldg 390, 4th Fl, SE

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> (Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)						<b>1. DATE OF REQUEST</b> 20021203	
<b>REQUEST FOR OFFICIAL TRAVEL</b>							
<b>2. NAME</b> (Last, First, Middle Initial)			<b>3. SOCIAL SECURITY NUMBER</b>		<b>4. POSITION TITLE AND GRADE/RATING</b> HEALTH PHYSICIST GS-13		
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> HQ, OSC ROCK ISLAND, IL 61299-6000				<b>6. ORGANIZATIONAL ELEMENT</b> AMSOS-SF		<b>7. DUTY PHONE NUMBER</b> (Include Area Code) (309) 782-	
<b>8. TYPE OF ORDERS</b> TDY		<b>9. TDY PURPOSE</b> Operational-Managerial		<b>10a. APPROX. NO. OF TDY DAYS</b> (Including travel time) 4		<b>10b. PROCEED DATE</b> 20021208	
<b>11. ITINERARY</b>		<input checked="" type="checkbox"/> <b>VARIATION AUTHORIZED</b>					
FROM: DAVENPORT		IA		RESIDENCE			
TO: INDEPENDENCE		MO LAKE CITY AAP		0800 9 DEC 02/1700 9 DEC 02			
TO: ST. LOUIS		MO DOE WELDON SPRINGS		1100 10 DEC 02/1700 10 DEC 02			
TO:							
RTN: DAVENPORT		IA		RESIDENCE			
<b>12. TRANSPORTATION MODE DRIVER OF POC</b>							
<b>a. COMMERCIAL</b>				<b>b. GOVERNMENT</b>		<b>c. LOCAL TRANSPORTATION</b>	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL
							N
							N
							N
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)							<input checked="" type="checkbox"/> <b>ADVANTAGEOUS TO THE GOVERNMENT</b>
							<input type="checkbox"/> <b>MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR</b>
<b>13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b>		<b>b. OTHER RATE OF PER DIEM (Specify)</b>					
<b>14. ESTIMATED COST</b>				<b>15. ADVANCE AUTHORIZED</b>			
<b>a. PER DIEM</b> \$ 450		<b>b. TRAVEL</b>		<b>c. OTHER</b> \$ 292		<b>d. TOTAL</b> \$ 742	
						\$ 0	
<b>16. REMARKS</b> (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) The Office of Government Ethics Regulation and the DOD Joint Ethics Regulation govern the acceptance of gifts and gratuities. PURPOSE OF TDY: Lake City - meet with EPA to discuss impact area data gaps & Area 10 strategy/schedule; DOE Weldon Springs - oversee the waste packaging; brokerage operation. Lodging receipts reqd. Statement of non-availability is not required IAW CFSC-BPL MESSAGE 090811Z APR 02. Lv will be charged for excess trvl time reqd via POC. Official phone calls auth. Personal phone calls AUTH to advise of safe arrival at each TDY site; inform/inquire about medical conditions daily as necessary; and advise of itinerary changes (1 call); actual expense up to \$5 per call AUTH. VICINITY MILEAGE AUTH. Trip report reqd. Med care auth IAW AR 40-400, Sec V, Para 3-15c, for civilians in a TDY status. Max amt auth to be adv via ATM using your Gov trvl charge card is \$299.00. EFT/cash adv is not auth. Variation AUTH because the proposed itinerary is subject to change. OTIS # 2729. MOTEL: Marriott, 816- POC: Buechier, 816- The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued-travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.							
<b>17. TRAVEL-REQUESTING OFFICIAL</b> (Title and signature) /s/ KELLY W. CROOKS LEADER, OPERATIONS TEAM				<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> (Title and signature) /s/ GLENN S. LEACH ACTG CH, SAFETY/RAD WASTE OFC			
<b>AUTHORIZATION</b>							
<b>19. ACCOUNTING CITATION</b> 2132020 65 8251 P423005.00 21T2 21T1 21T2 S11173 30SF93 DSSN 6410 ATAAPS OP Code: 5B601 SDN STY5543TCC0050							
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> (Title and signature) FOR THE COMMANDER: GLENN S. LEACH, ACTING CHIEF SAFETY AND RAD WASTE OFFICE HQ OSC, ROCK ISLAND, IL 61299-6000						<b>21. DATE ISSUED</b> 20021206	
						<b>22. TRAVEL ORDER NO.</b> 03C0050	

DD FORM 1610-E, JAN 2001

PREVIOUS EDITION IS OBSOLETE.

Figure 2. Sample-CONUS with Multiple Destinations

## Appendix C (cont)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)										1. DATE OF REQUEST 20021218	
<b>REQUEST FOR OFFICIAL TRAVEL</b>											
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING Team Leader GS-14			
5. LOCATION OF PERMANENT DUTY STATION (PDS) K2, FSC ROCK ISLAND, IL. 61299-6500						6. ORGANIZATIONAL ELEMENT SOSFS-OP		7. DUTY PHONE NUMBER (Include Area Code) (309) 782-			
8. TYPE OF ORDERS TDY		9. TDY PURPOSE Travel for Meetings, Confere				10a. APPROX. NO. OF TDY DAYS (Including travel time) 2		10b. PROCEED DATE 20021219			
11. ITINERARY											
FROM: ROCK ISLAND IL DUTY STATION											
TO: GOOSE CREEK SC CEG-A 0800 20 DEC/1500 20 DEC 02											
TO:											
TO:											
RTN: DAVENPORT IA RESIDENCE											
12. TRANSPORTATION MODE N/A											
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)	
				X			N	N	N	RATE PER MILE: \$ 0.000 0 miles	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)										ADVANTAGEOUS TO THE GOVERNMENT	
										MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify)											
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$ 163		b. TRAVEL		c. OTHER \$ 0		d. TOTAL \$ 163		\$ 0			
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) The Office of Government Ethics Regulation and the DOD Joint Ethics Regulation govern the acceptance of gifts and gratuities. PURPOSE OF TDY: Meet with DYNACORP to discuss lessons learned and corrective action from VH; demo & discuss the open plan software for EVMS and discuss FY03 structure of workforce.. Lodging receipts reqrd. Travel is in conjunction w/ Traveler is authorized two (2) personal phone call(s) @ actual expense not to exceed \$5.00 per call. Official phone calls auth. Comm air auth when preempted from mil air. Med care auth IAW AR 40-400, Sec V, Para 3-15c, for civilians in a TDY status. Max amt auth to be adv via ATM using your Gov trvl charge card is \$84.00. EFT/cash adv is not auth. Hotel is Doubletree, conf #83454509 The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued- travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) /s/ JERI KOPP Chief, Plans & Programs Division						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) /s/ BRIAN NEWMAN DIRECTOR, G3/OPERATIONS DIR					
<b>AUTHORIZATION</b>											
19. ACCOUNTING CITATION 2132020 65-8261 P211029 21T2 21T1 21T2 S11173 3GR3VP DSSN 6410 ATAAPS OP Code: 5E823 SDN KOP8636TCC0107											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) FOR THE COMMANDER: VINCENT E. BOLES, COMMANDER HQ, ARMY FIELD SUPPORT COMMAND ROCK ISLAND, IL 61299-6500								21. DATE ISSUED 20021218			
								22. TRAVEL ORDER NO. 03C0107			

DD FORM 1610-E, JAN 2001

PREVIOUS EDITION IS OBSOLETE.

Figure 3. Sample TDY Order-CONUS with Single Destination

## Appendix C (cont)

Ms. Melinda Missman/AMSOS-CCE/23345/B350/5TH

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> (Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)						<b>1. DATE OF REQUEST</b> 20021213																
<b>REQUEST FOR OFFICIAL TRAVEL</b>																						
<b>2. NAME</b> (Last, First, Middle Initial)			<b>3. SOCIAL SECURITY NUMBER</b>		<b>4. POSITION TITLE AND GRADE/RATING</b> Industrial Propty Mgmt Speciali GS-12																	
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> HQ, OSC ROCK ISLAND, IL 61299-6000				<b>6. ORGANIZATIONAL ELEMENT</b> AMSOS-CCE		<b>7. DUTY PHONE NUMBER</b> (Include Area Code) (309) 782-																
<b>8. TYPE OF ORDERS</b> TDY		<b>9. TDY PURPOSE</b> Operational-Managerial		<b>10a. APPROX. NO. OF TDY DAYS</b> (Including travel time) 7		<b>10b. PROCEED DATE</b> 20030119																
<b>11. ITINERARY</b>		<input checked="" type="checkbox"/> <b>VARIATION AUTHORIZED</b> <table border="0"> <tr> <td>FROM: DAVENPORT-</td> <td>IA</td> <td>RESIDENCE</td> </tr> <tr> <td>TO: HONOLULU</td> <td>HI</td> <td>DOUBLE TREE ALANA</td> </tr> <tr> <td>TO: HONOLULU</td> <td>HI</td> <td>JACADS BR OFC</td> </tr> <tr> <td>TO: JOHNSTON IS</td> <td>HI</td> <td>JI</td> </tr> <tr> <td>RTN: DAVENPORT</td> <td>IA</td> <td>RESIDENCE</td> </tr> </table>						FROM: DAVENPORT-	IA	RESIDENCE	TO: HONOLULU	HI	DOUBLE TREE ALANA	TO: HONOLULU	HI	JACADS BR OFC	TO: JOHNSTON IS	HI	JI	RTN: DAVENPORT	IA	RESIDENCE
FROM: DAVENPORT-	IA	RESIDENCE																				
TO: HONOLULU	HI	DOUBLE TREE ALANA																				
TO: HONOLULU	HI	JACADS BR OFC																				
TO: JOHNSTON IS	HI	JI																				
RTN: DAVENPORT	IA	RESIDENCE																				
<b>12. TRANSPORTATION MODE</b>																						
<b>a. COMMERCIAL</b>			<b>b. GOVERNMENT</b>			<b>c. LOCAL TRANSPORTATION</b>																
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	<table border="0"> <tr> <td>CAR RENTAL</td> <td>TAXI</td> <td>OTHER</td> </tr> <tr> <td>N</td> <td>N</td> <td>N</td> </tr> </table>	CAR RENTAL	TAXI	OTHER	N	N	N									
CAR RENTAL	TAXI	OTHER																				
N	N	N																				
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)						<input type="checkbox"/> PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: \$ 0.000 0 miles <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR																
<b>13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b>				<b>b. OTHER RATE OF PER DIEM (Specify)</b>																		
<b>14. ESTIMATED COST</b>							<b>15. ADVANCE AUTHORIZED</b>															
<b>a. PER DIEM</b> \$ 576		<b>b. TRAVEL</b> 1150		<b>c. OTHER</b> \$ 0		<b>d. TOTAL</b> \$ 1,726																
<b>16. REMARKS</b> (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) The Office of Government Ethics Regulation and the DOD Joint Ethics Regulation govern the acceptance of gifts and gratuities. PURPOSE OF TDY: To participate in meetings with the ACO at JACADS Br Ofc and other personnel on JACADS contract issues. At JI participate in in the IPR and contract property issues.. Lodging receipts rqrd. Use of existing gov facils (dining/billeting) would adversely affect perf of assigned mission. Box 11 contd: From Johnston Island HI 1635/24 Jan 03 TO Honolulu HI 1825/24 Jan 03 From Honolulu HI 2200/24 Jan 03 Arrive Davenport IA Res (OC Arpt) 1320/25 Jan 03. Travel is in conjunction w/ Official phone calls auth. Traveler will be a passenger in Mr. Collins rental vehicle. Actual expenses authorized. Traveler will not be charged for quarters during their stay at JI as prescribed in JOI 65-101, Subsistence & Quarters. Subsistence charges will be based upon consumption (Bkfst \$1.50, Lunch/Dinner \$3.00, Brunch \$3.40, Holiday Meal \$4.10, Boxed Meal \$3.00) Payment is required prior to departure. Max amt auth to be adv via ATM using your Gov trvl charge card is \$_____. EFT/cash adv is not auth. Travel approved by Mr. 06 Nov 02. CIC Code # (for charter flights) 232020CC221173. NOK:																						
<b>17. TRAVEL-REQUESTING OFFICIAL</b> (Title and signature) /s/ MARSHALL F. COLLINS CHIEF, CHEMICAL DEMIL BRANCH				<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> (Title and signature) /s/ WILLIAM E. TURNIS DIR, CONTRACTING & PARC CENTER																		
<b>AUTHORIZATION</b>																						
<b>19. ACCOUNTING CITATION</b> 2132020 65-8251 P424042.A0 21T2 21T1 21T2 S11173 30CC22 DSSN 6410 ATAAPS OP Code: 52218 SDN TOT4905TCC0106																						
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> (Title and signature) FOR THE COMMANDER: WILLIAM E. TURNIS DIRECTOR, CONTRACTING & PARC HQ, OSC, ROCK ISLAND, IL 61299-6000						<b>21. DATE ISSUED</b> 20021218																
						<b>22. TRAVEL ORDER NO.</b> 03C0106																

DD FORM 1610-E, JAN 2001

PREVIOUS EDITION IS OBSOLETE.

Figure 4. Sample TDY Order-OCONUS (cont on next pg)

## Appendix C (cont)

PRIVACY ACT STATEMENT (5 U.S.C. 552a)		DEBBIE . TOTEMEIER 03C0106
AUTHORITY: 5 U.S.C. 5701, 5702, and E.O. 9397.		
PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel.		
ROUTINE USE(S): None.		
DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.		
<b>16. REMARKS</b> (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)		
<p>hawaii notification of visit: OSC Joint Trans TM Message 041510Z DEC 02 Travelers may proceed following advance notice unless otherwise advised.</p> <p>Johnson Island: Department of the Air Force Memorandum dated 12 November 2002 Subject: Entry authorization to Johnson Atoll, Request approved. Failure to arrive on approved date cancels your clearance. The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.</p>		

DD FORM 1610-E (BACK), JAN 2001

Figure 4. Sample TDY Order-OCONUS (cont)



## Appendix C (cont)

CHERIE SENATRA/AMSOS-TD/24815/Bldg 350 2nd Fl

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> (Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)										<b>1. DATE OF REQUEST</b> 20021218	
<b>REQUEST FOR OFFICIAL TRAVEL</b>											
<b>2. NAME</b> (Last, First, Middle Initial)				<b>3. SOCIAL SECURITY NUMBER</b>				<b>4. POSITION TITLE AND GRADE/RATING</b> Army Reserve Liaison			
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> HQ, OSC ROCK ISLAND, IL 61299-6000						<b>6. ORGANIZATIONAL ELEMENT</b> AMSOS-TD		<b>7. DUTY PHONE NUMBER</b> (Include Area Code) (309) 782-			
<b>8. TYPE OF ORDERS</b> AMENDMENT		<b>9. TDY PURPOSE</b> Operational-Managerial				<b>10a. APPROX. NO. OF TDY DAYS</b> (Including travel time) 1		<b>10b. PROCEED DATE</b> 20021120			
<b>11. ITINERARY</b> <input type="checkbox"/> VARIATION AUTHORIZED											
FROM: DAVENPORT IA RESIDENCE TO: MINNEAPOLIS MN 88TH REG SPT CMD 1300 20 NOV/1700 20 NOV 02 TO: TO: RTN: DAVENPORT IA RESIDENCE											
<b>12. TRANSPORTATION MODE</b>											
<b>a. COMMERCIAL</b>				<b>b. GOVERNMENT</b>			<b>c. LOCAL TRANSPORTATION</b>			<b>PRIVATELY OWNED CONVEYANCE (Check one)</b>	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	RATE PER MILE: \$ 0.000 0 miles	
	X						Y	N	N	<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)										<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<b>13.</b> <input checked="" type="checkbox"/> <b>a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b> <input type="checkbox"/> <b>b. OTHER RATE OF PER DIEM (Specify)</b>											
<b>14. ESTIMATED COST</b>										<b>15. ADVANCE AUTHORIZED</b>	
<b>a. PER DIEM</b> \$ 50		<b>b. TRAVEL</b> 414		<b>c. OTHER</b> \$ 40		<b>d. TOTAL</b> \$ 504				<b>\$ 0</b>	
<b>16. REMARKS</b> (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) TRAVEL ORDER NO. 03B0177, BLOCK 19, IS AMENDED AS FOLLOWS: SJON - 3UTGRL, AMS CODE - 423012											
<b>17. TRAVEL-REQUESTING OFFICIAL</b> (Title and signature) /s/ LTC MARY T. CROTEAU ARMY RESERVE LIAISON						<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> (Title and signature) /s/ JERRY D. DE LA CRUZ, JR. ASST TO DCG FOR OPERATIONS					
<b>AUTHORIZATION</b>											
<b>19. ACCOUNTING CITATION</b> 2132020 65-8251 P423012 21T2 21T1 21T2 S11173 3UTGRL DSSN 6410 ATAAPS OP Code: 5D913 SDN CRO4959TBB0177											
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> (Title and signature) FOR THE COMMANDER: JERRY D. DE LA CRUZ, JR. ASSISTANT TO DCG FOR OPERATIONS HQ OSC, ROCK ISLAND, IL 61299-6000								<b>21. DATE ISSUED</b> 20021218			
								<b>22. TRAVEL ORDER NO.</b> 03B0177-A01			

DD FORM 1610-E, JAN 2001

PREVIOUS EDITION IS OBSOLETE.

Figure 5. Sample Amendment TDY Order

## Appendix C (cont)

JEK1 NELSON/AMSOS-CCA-F/26190/B350/5TH

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)										1. DATE OF REQUEST 20021218											
REQUEST FOR OFFICIAL TRAVEL																					
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING PRICE/COST ANALYST GS-12													
5. LOCATION OF PERMANENT DUTY STATION (PDS) HQ, OSC ROCK ISLAND, IL, 61299-6000						6. ORGANIZATIONAL ELEMENT AMSOS-CCA			7. DUTY PHONE NUMBER (Include Area Code) (309) 782-												
8. TYPE OF ORDERS REVOCATION				9. TDY PURPOSE Operational-Managerial				10a. APPROX. NO. OF TDY DAYS (Including travel time) 3		10b. PROCEED DATE 20021217											
11. ITINERARY																					
FROM: GENESEO - IL RESIDENCE TO: MIDDLETOWN IA IAAAP 1000 17 DEC 02/1530 19 DEC 02 TO: TO: RTN: GENESEO IL RESIDENCE																					
12. TRANSPORTATION MODE DRIVER OF POC																					
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION													
RAIL		AIR		BUS		SHIP		AIR		VEHICLE		SHIP		CAR RENTAL		TAXI		OTHER		PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: \$ 0.365 180 miles	
														N		N		N		<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)														MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR							
13. <input checked="" type="checkbox"/>		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.						b. OTHER RATE OF PER DIEM (Specify)													
14. ESTIMATED COST										15. ADVANCE AUTHORIZED											
a. PER DIEM \$ 200		b. TRAVEL				c. OTHER \$ 66		d. TOTAL \$ 265													
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) TO#03C0095, this HQ, dated 16 Dec 02, is revoked in its entirety.																					
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) /s/ MICHAEL R. HUTCHISON CHIEF, CONTRACTING SUPPORT DIV						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) /s/ WILLIAM E. TURNIS DIRECTOR, CONTRACTING & PARC CENTER															
AUTHORIZATION																					
19. ACCOUNTING CITATION 2132020 65-8251 P424041.AO 21T2 21T1 21T2 S11173 30CC4P DSSN 6410 ATAAPS OP Code: 23802 SDN DEA9657TCC0095																					
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) FOR THE COMMANDER: WILLIAM E. TURNIS DIRECTOR, CONTRACTING & PARC HQ, OSC, ROCK ISLAND, IL 61299-6000										21. DATE ISSUED 20021218											
										22. TRAVEL ORDER NO. 03C0095-R											

FD FORM 1610-E, JAN 2001

PREVIOUS EDITION IS OBSOLETE.

**Figure 6. Sample Revocation TDY Order**

## Appendix D

## INSTRUCTIONS FOR PREPARING AMC FORM 1297

1. Prepare AMC Form 1297 (Request for OCONUS Travel) (figure 7) and forward to AMSOS-TT 45 days prior to the desired TDY departure date. The specified lead-time is required in order to obtain country clearances. OCONUS travel that does not meet this 45 day standard requires a compelling, solid justification for all late requests. If a country clearance is included with the AMC Form 1297 for travel, the Chief of Staff or the installation Commander can sign the form.
2. Secure signature approval of the Director/Staff Office Chief for travel in block 15 of AMC Form 1297.
3. Receive the required pre-travel security briefing from SOSRI-SM. (Requires SOSRI-SM concurrence and signature in block 15 of AMC Form 1297.)
4. Deliver requests for OCONUS travel (AMC Form 1297) to AMSOS-TT after the Director, SOSRI-SM, has concurred in block 15 of AMC Form 1297. The travel office will review and forward to the COFS/CG for approval.
5. In the event a blanket travel clearance is authorized, directors/staff office chief will prepare a DD Form 1610 in a timely manner PRIOR to the proposed departure date and submit it to AMSOS-TT thru the ETOS system to permit proper processing of the request.
6. Ensure annual leave requests in conjunction with OCONUS TDY have complete justification in block 15 of the AMC Form 1297. In your justification it should state whether you have ever taken annual leave prior to this trip OCONUS, and if so where, how long and when.
7. Do not delay processing the AMC Form 1297 if funding is questionable. block 7, fund citation may be annotated "Pending Availability" and explain within block 15 "remarks." Block 7 should state OSC direct or reimbursable funds.
  - a. AMSOS-TT will receive AMC Form 1297 and will:
    - (1) Review for completeness and accuracy in accordance with governing directives, including AMCR 600-2.
    - (2) Ensure completion of appropriate items on the travel request, including fund certification and approving official's signature.
    - (3) Verify any request for excess baggage to determine if the material can be shipped in advance and held at destination.

## Appendix D (cont)

(4) Forward OCONUS travel request to CofS/CG for approval and signature in block 17.

(5) AMSOS-TT will initiate the travel clearance message for all areas. Coordination of clearances for overseas travel is a function of the Commander, OSC.

(6) Upon receipt of theater/country clearance from country that will be visited, the traveler's office will initiate the DD Form 1610 in ETOS. After the orders have been approved by the director/staff office chief, AMSOS-TT will complete the DD Form 1610 and authenticate the orders.

8. Travel request for OCONUS multiple travel will be prepared, reviewed and forwarded in one package by the lead directorate/office (initiating the requirement or having the greatest interest in the mission). The lead traveler's personal data will be entered in the header section of the AMC Form 1297 (figure 7). Additional travelers will be listed separately on bond paper, including personal data, next of kin, and indication whether primary, "(P)", or alternate "(A)", status (figure 7). Each director/staff office chief is to sign all AMC Form 1297 requests in the multiple travel submission. Complete justification for each traveler is required.

a. Requests for multiple travel involving only HQ OSC personnel will be prepared, reviewed, signed and forwarded in one package by the lead directorate through AMSOS-TT to AMSOS-CS/CG for Command Group review and approval.

b. Requests for multiple travel involving personnel assigned to multiple locations; i.e., HQ OSC, arsenals, ammunition plants, depots, etc., will be consolidated at the location of the overall lead directorate/element and submitted through that location's OCONUS travel approving authority for review and approval. When lead is HQ OSC, located at RIA, request will be submitted through AMSOS-TT to HQ OSC, AMSOS-CS/CG, for command group review and approval. In travel where subordinate installation/depot command is lead, that individual travel approving authority will sign block 15, leaving blocks 16 and 17 for HQ OSC, AMSOS-CS/CG signature.

c. Individuals traveling OCONUS with other commands, where a person from that command has taken the lead for the trip and has submitted all names and personal information on their original AMC Form 1297, will not be required to submit an AMC Form 1297 through AMSOS-TT for processing if the lead installation has submitted the request through all the proper channels. The only requirements that AMSOS-TT has is to be furnished copies of all the paperwork from the other installation so that the OCONUS travel orders can be properly completed.

## Appendix D (cont)

However, the traveler's office needs to provide a copy of the AMC Form 1297 to SOSRI-SM to ensure that the required Force Protection training be scheduled. For all HQ OSC travelers, the OCONUS orders will be submitted by the originating office and processed through ETOS for completion. When AMSOS-TT has received the clearance and all the information required, the order will then be authenticated.

9. Commanders, OSC arsenals and depots, have been delegated the approving authority (blocks 16 and 17, AMC Form 1297) for approval of their travelers by HQ OSC, AMSOS-CS.

10. Emergency travel for OCONUS - when there is an emergency OCONUS TDY and the individual goes without processing an AMC Form 1297 through AMSOS-TT, if there is a clearance from the country for requested emergency assistance, then the AMC Form 1297 can be waived and returned. Individuals from other installations are required to send copies of all messages or other documents pertaining to this TDY along with an authenticated DD Form 1610.

11. Any OCONUS travel request that does not comply with the above command-wide policies must be fully justified and submitted to the applicable command group for approval. NOTE: AMSOS-TT will forward the request to AMSOS-CS/CG for signature, then will process the requests right from this HQs.

12. Additional instructions for completing AMC 1297 (Figure 7):

- |    |                   |   |
|----|-------------------|---|
| a. | AMC OFFICE SYMBOL | AN OFFICE SYMBOL IS DEFINITELY REQUIRED FOR STAFFING PURPOSES. IF YOU HAVE A POV AND TELEPHONE NUMBER, IT WOULD BE HELPFUL.   |
| b. | CLASSIFIED INFO   | ONE BOX OR THE OTHER MUST BE MARKED (IF CLASSIFIED IS TO BE DISCUSSED PLEASE GET APPROPRIATE SIGNATURES).   |
| c. | CIPAP/VARIATION   | CHANGES IN ITINERARY PROCESSED AS PERMITTED. THIS GIVES YOU THE AUTHORITY TO DEVIATE YOUR TRAVEL AS LISTED IN BLOCK 11 (ITINERARY).   |
| d. | EXCESS BAGGAGE    | PLEASE SHOW NUMBER OF POUNDS AND JUSTIFY IN BLOCK 15 OR ON A BLANK PIECE OF PAPER.  |
| e. | FUND CITE         | FUNDING, PLEASE INDICATE WHO IS FUNDING THIS TRIP IF NOT DIRECT FUNDS. (E.G., NO/FUNDED BY HQDA). ALSO, IF YOU HAVE NOT RECEIVED YOUR FUND CITE DON'T LET THIS HOLD UP 1297 FORM. |

## Appendix D (cont)

- f. ANNUAL LEAVE                      SHOW HOW MANY DAYS/WHERE YOU INTEND TO TAKE THE LEAVE/AND IF YOU HAVE TAKEN ANNUAL LEAVE BEFORE OVERSEAS WHERE/WHEN.
- g. POV IN COUNTRY                    REQUIRED FOR ALL REQUESTS. IF PRIVATE COMPANY PLEASE GIVE THE COMPLETE MAILING ADDRESS AND COMPLETE TELEPHONE NUMBERS. ON ALL REQUESTS, INCLUDE THE POV'S PHONE NUMBER BOTH DSN/COML, OFFICE SYMBOL AND MESSAGE ADDRESS.
- h. BLANKET CLEARANCE                IN THIS LOWER BLOCK, PLEASE INDICATE YOUR REQUEST FOR 30 DAYS FOR SLIPPAGE IF DATES ARE NOT FIRM AND COULD SLIP A WEEK OR MORE, OR IF A BLANKET CLEARANCE IS REQUESTED (APPLICABLE ONLY FOR TRAVEL TO CERTAIN SPECIFIC COUNTRIES THAT ARE LISTED IN THE DEPARTMENT OF DEFENSE FOREIGN CLEARANCE GUIDE (DOD 4500.54-G.) AMC HAS DIRECTED NO CLEARANCES WILL EXCEED 12 MONTHS.
- i. PURPOSE                            BRIEF AND TO THE POINT, SPELL OUT EXACTLY WHAT YOU WILL BE REQUIRED FOR AS WELL AS THE END ITEM. NO ABBREVIATIONS. SPELL OUT EVERYTHING. IF CONTRACT NUMBERS ARE USED, ALSO IDENTIFY ITEM.
- j. LATE SUBMISSION                   EXPLAIN THE EXACT REASON THIS REQUEST IS LATE (UNDER 45 DAYS) AND WHAT IMPACT IT WILL HAVE IF TRAVEL IS NOT COMPLETED IF POSSIBLE \$ VALUE. IMPACT STATEMENT NEEDS TO STATE EXACTLY WHAT WOULD HAPPEN TO YOUR COMMAND IF THIS TDY TRIP WAS NOT PERFORMED AT THIS TIME.
- k. MULTIPLE TRAVEL JUSTIFICATION    EXPLAIN WHAT EACH PERSON'S RESPONSIBILITY WILL BE, WHY EACH PERSON HAS TO TRAVEL, AND WHO ARE PRIMARIES (P) AND ALTERNATE (A).
- l. RENTAL CAR JUSTIFICATION        JUSTIFY THE REASON THE RENTAL CAR WILL BE REQUIRED, INDICATE DURING MULTIPLE TRAVEL WHO WILL BE THE DRIVER AND PASSENGERS AND WHY ALTERNATE GROUND TRANSPORTATION, E.G., BUS, TAXI, GOVERNMENT VEHICLE, ETC., CANNOT BE USED.

## Appendix D (cont)

- |    |  |  |
|----|--|--|
| m. | EXCESS BAGGAGE<br>JUSTIFICATION                  | JUSTIFY NUMBER OF POUNDS OF EXCESS<br>BAGGAGE SHOWN IN BLOCK 15.   |
| n. | FUND CITE<br>INFORMATION, IF<br>NOT DIRECT FUNDS | PROVIDE INFORMATION REGARDING FUND CITE<br>IN BLOCK 7 IF OTHER THAN DIRECT FUNDS.  |
| o. | ANNUAL LEAVE<br>JUSTIFICATION                    | PROVIDE COMPLETE INFORMATION TO JUSTIFY<br>DAYS OF ANNUAL LEAVE INDICATED IN BLOCK<br>10.  |
| p. | COST OF TRAVEL                                   | PROVIDE ALL KNOWN AND/OR ESTIMATED COSTS<br>FOR ASSOCIATED WITH THIS TRAVEL.   |
| q. | NEXT OF KIN                                      | PROVIDE NAME, RELATIONSHIP, AND COMPLETE<br>ADDRESS AND PHONE NUMBER IF NEXT OF KIN<br>DOES NOT LIVE AT SAME ADDRESS AS<br>TRAVELER. |
| r. | OTHER<br>INFORMATION                             | INCLUDE ANY OTHER PERTINENT INFORMATION<br>REGARDING THIS TRAVEL NOT INCLUDED<br>ELSEWHERE ON THIS FORM.                             |

## Appendix E

INSTRUCTIONS FOR PREPARING CONUS  
INVITATIONAL TRAVEL ORDERS (ITO)

The sample format below may be used as a guide (for all Services) to prepare an ITO. Use of the sample format is not mandatory.

## INVITATIONAL TRAVEL ORDER

Name/SSN \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_  
Address \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_  
in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_  
for approximately \_\_\_\_\_ days. Upon completion, you shall return to  
the point of origin.

You are authorized to travel by: \_\_\_ Rail \_\_\_ Commercial Air  
\_\_\_ Military Aircraft \_\_\_ Bus

See below for travel by Privately Owned Vehicle.

- The order-issuing agent has arranged transportation.
- Transportation tickets are included with this order.
- Transportation tickets will be provided at a later date.

(NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.)

- To arrange transportation call: (\_\_\_\_) \_\_\_\_\_
- You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO



## Appendix E (cont)

does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A. It is DoD policy that in using regularly scheduled air transportation:

(a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and

(b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

— You are authorized to travel by privately owned conveyance (POV) as advantageous to the Government. Reimbursement shall be at the rate of \$0.345 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

— You are authorized to travel by privately owned conveyance (POV) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

— You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part I for applicable rules.)

## Appendix E (cont)

## Applicable Per Diem Rates:

Locality Maximum Lodging Rate Meal & Incidental Expense Rate  
Total Per Diem

— You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

— You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (see NOTE below); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

## Actual Subsistence Expense Allowance (AEA) Authorized:

Locality Maximum AEA Allowance Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to:

---

The travel authorized herein has been determined to be in the public interest, and is chargeable to:

---

## Appendix E (cont)

## SAMPLE INVITATIONAL TRAVEL ORDER

1. Memorandum authorizing invitational travel should be prepared on letterhead paper, with your organization's name spelled out (don't use your office symbol). The heading and addressing will be similar to the sample shown below.

Operations Support Command  
Transportation Operations  
Directorate

DATE ISSUED \_\_\_\_\_  
TRAVEL ORDER NUMBER \_\_\_\_\_

Building Bridges  
Mr. Andy Kluge  
90 Cumberland Avenue  
Asheville, NC 28801

Dear Mr. Kluge,

The first paragraph should begin "You are invited to proceed to...", with specific destination, date/time expected, purpose of meeting, and length of TDY. Also include if travel is in conjunction with others, whether a rental car is to be provided, and whether or not the Government will be providing airfare or other expenses.

Second paragraph will include hotel/motel reservation information.

Third paragraph will completely spell out what per diem will be authorized, citing the Joint Travel Regulation (JTR), volume II, appendix E, and noting that receipts are required for lodging and expense items over \$75.

Paragraph 4 should list a POV, including phone number.

Paragraph 5 will provide the fund cite chargeable.

2. Invitational travel orders will be signed by the appropriate travel approving officials. When using military air, they will require the Chief of Staff's signature.

3. At the bottom of the memorandum, a few lines under the signature, add the following line to be completed by this office:

Per Diem \$\_\_\_\_\_ Travel \$\_\_\_\_\_ Other \$\_\_\_\_\_ Total \$\_\_\_\_\_

4. Questions regarding invitational travel should be directed to Passenger Travel, AMSOS-TT, DSN 793-6803.